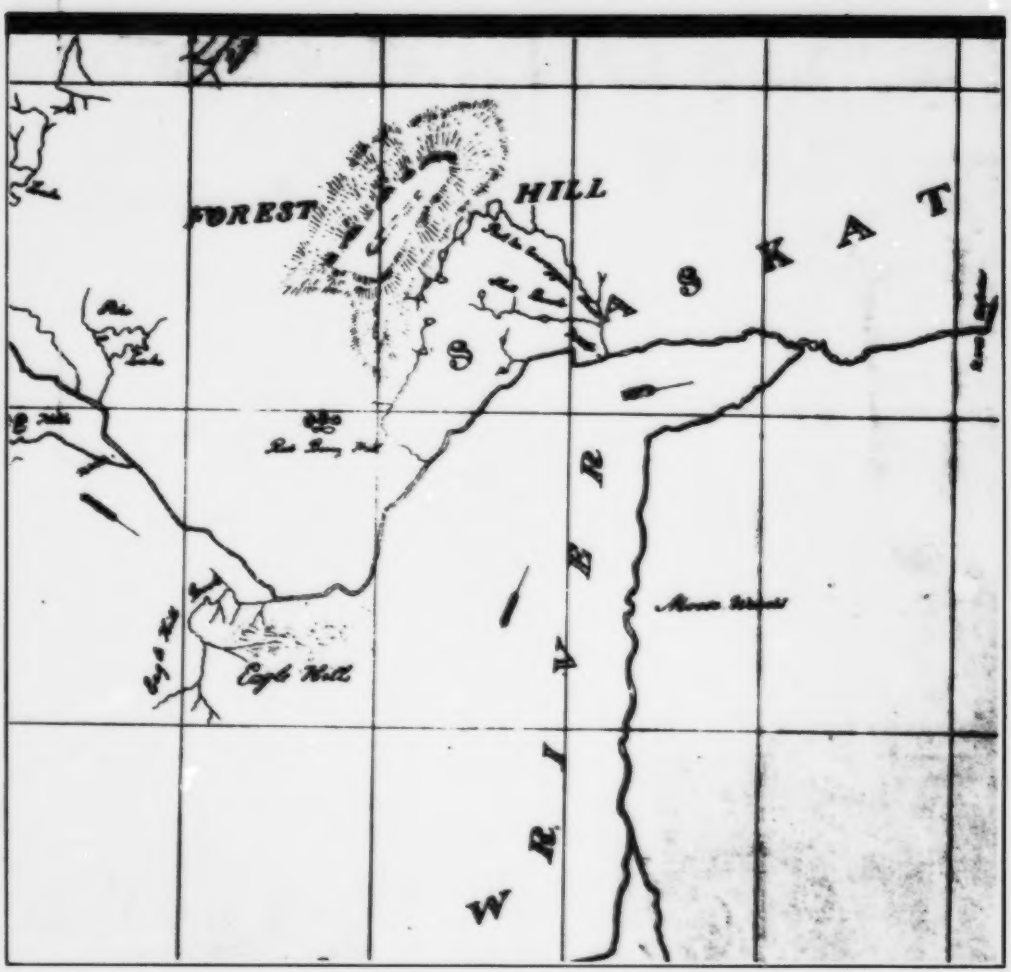

Geographical Names Manual

Alberta

CULTURE AND MULTICULTURALISM

89-04788/

GEOGRAPHICAL NAMES MANUAL

Alberta
CULTURE AND MULTICULTURALISM

Table of Contents

General Information	7
Principles of Geographical Names	25
Standards of Research	47
Naming Procedures	65

FOREWORD

This manual has been prepared not only for those who are currently involved in geographical naming but also for anyone interested in knowing about or participating in the Programme. Grateful acknowledgement is made to Mrs. Marie Dorsey, Ms. Wendy Lefsrud, and Mr. Randolph Freeman for their work which has contributed to the creation of this manual.

Compiled by:
A. Karamitsanis
Geographical Names Programme
Coordinator
April, 1987

Reprinted March, 1989

ABOUT THIS MANUAL

This manual has four parts:

1. General Information - This section is intended to give a brief overview of the programme and the authority for geographical naming in Alberta.

2. Principles of Geographical Naming in Alberta - This is essentially a set of guidelines which are followed by the Alberta naming authority in order to ensure uniform practice.

3. Standards of Research for Geographical Naming - This is intended to:

   A) provide a statement which indicates the means by which data has been gathered for presentation to the Geographical Names Committee; and

   B) provide a standardized research guide for toponymic researchers periodically engaged under contract or other arrangements by the Geographical Names Programme. These 'standards' will ensure that the number and variety of sources consulted for each name will yield a comprehensive representation of the cultural realities associated with each geographic feature and that there is sufficient information upon which the Committee can base its recommendations to the Historic Sites Board.

4. Naming Procedures - The procedures which are to be followed after research is completed. It should be noted that this manual can only be a guideline and that the circumstances of individual cases may alter some requirements specified or procedures dictated.

GENERAL INFORMATION

IMPORTANCE AND CONCERN

The accuracy of all official maps of Alberta in the world derives from the careful and precise information available in the Geographical Names Programme. Each name must be researched and recorded as precisely as possible and the information used must be of the highest degree of clarity in order to ensure exact records of names for the Province.

The naming of topographical features provides a unique combination of the aesthetic and the practical. Most often features are given names for the purposes of orientation and reference, and as a matter of convenience. As an example, it is more difficult to speak of a lake fifteen miles north of Hondo than to speak of Peter Lake. It is ambiguous as well when one considers that there are at least three lakes fifteen miles north of Hondo.

Nevertheless, this practical requirement is not the only one which conditions the names given to topographical features. Names vary greatly in their content, from those physically true of the feature (Blue Lake), through those figuratively associated with the feature (Obstruction Mountain) to those merely ascribed to the feature (Gloomy Creek and Disappointment Lake). Names are also given to commemorate historic events and figures of national or local importance.

Dealing with geographical names is sometimes a social and political activity as well as a practical and aesthetic one, and requires the exercise of diplomatic as well as research skills. The need to conform to the cultural landscape demands creative solutions to whatever problems of conflicting preferences this may present.

A BRIEF HISTORY

Prior to the late 1800s there was no regulatory body in either the United States or Canada to oversee matters concerning the naming of geographical features.

In 1890 the United States established a Board of Geographic Names. This Board, which still exists, not only supervised the naming of features in the United States but made decisions on Canadian features as well, decisions which were honoured by other countries.

Late in the nineteenth century, when surveys were conducted and boundaries were being delineated, the need arose for official bodies representing both the United States and Canada to deal with any nomenclature problems which might arise during the survey.

As a result the Geographical Board of Canada was established by Order-in-Council, P.C. 3324, dated December 18, 1897.

In 1899 a further Order-in-Council, P.C. 2561, 14 December 1899, permitted each of the provinces and the Northwest Territories to appoint a member to the Board, provided that, in so doing, the Provinces agreed to accept the Board's decisions.

In 1948 the name of the Board was changed to the Canadian Board of Geographical Names by Order-in-Council, P.C. 3397 dated August 3rd, 1948, and in 1961 to its present title, The Canadian Permanent Committee on Geographical Names. The membership and responsibilities of the Committee were revised and authorized by Order-in-Council, P.C. 1458 dated July 22, 1969.

The Committee reports to the Minister of Energy, Mines and Resources.

RESPONSIBILITY AND MEMBERSHIP

It is the responsibility of the Canadian Permanent Committee on Geographical Names to coordinate all questions of geographical nomenclature affecting Canada. It also advises on research and investigation into the origin and use of geographical names and carries out an on-going program of publication of decisions (The Gazetteer of Canada series and its Annual Cumulative Supplements) and results of research.

Its membership is made up of seven representatives from the Federal Government Departments concerned with mapping, archives, defence, translation and territorial administration, and a representative appointed by each Province of Canada.

The work of the Committee is assisted by four advisory committees which consider Undersea Feature Names, Language Policy, Toponymy Research and Glaciological and Alpine Nomenclature.

All provincial bodies dealing with geographical names are guided by the principles and procedures regarding nomenclature as set forth by the Committee.

The CPCGN is essentially a recommendatory body, and the final authority rests with the appropriate Provincial or territorial authority: in Alberta, the Historic Sites Board and the Minister of Culture jointly.

The Secretariat of the Committee is provided by the Surveys and Mapping Branch, Energy, Mines and Resources Canada and its Chief acts as Executive Secretary.

THE ALBERTA HISTORICAL RESOURCES ACT

When the Geographical Names Act was repealed on November 6, 1974, decisions on matters relating to geographical names became the responsibility of the Historic Sites Board.

Section 14 of the Alberta Historical Resources Act (RSA 1980) deals with geographical names and is quoted below in full:

16.1 (1) The name of any place or other geographical feature in Alberta that

(a) was approved after March 31, 1949 and before January 1, 1975 by the Geographic Board of Alberta under THE GEOGRAPHICAL NAMES ACT, or

(b) is approved or changed after December 31, 1974 by the Historic Sites Board pursuant to subsection (2),

is the authorized name of that place or feature for all purposes.

(2) The Board may, with consent of the Minister, approve a name for, or approve a change of the name for, any place or other geographical feature in Alberta.

(3) When the Board approves the name or changes the name of any place or other geographical feature under this section, a notice signed by the secretary of the Board setting out the name approved or the change of name and the location of the place or other geographical feature to which the name applies, shall be published by the secretary in The Alberta Gazette.

(4) The Minister may make regulations

(a) prescribing standards and guidelines for the approval of names and changes of names by the Board.

(b) prescribing the duties of the Board with respect to nomenclature.

(c) governing and requiring consultation by the Board with any department, municipality, person or body of persons concerning the naming of, or the changing of the name of, any place or other geographical feature.

THE HISTORIC SITES BOARD

The Historic Sites Board was established under the Alberta Heritage Act 1973. The role and powers of the Board are now dealt with under the Alberta Historical Resources Act (RSA 1980).

The Board is composed of a Chairman, a Secretary, and persons from various areas of the province who are appointed by Order-in-Council to serve a term of office of one, two, or three years.

As well as advising and making recommendations to the Minister of Culture and Multiculturalism on matters concerning the preservation and protection of historical resources in Alberta, the Board makes decisions on geographical names which are subject to the Minister's concurrence.

THE GEOGRAPHICAL NAMES COMMITTEE

The Geographical Names Committee was created by the Historic Sites Board to serve as a sub-committee to the Board. The committee's three members are selected from the members of the Historic Sites Board. In addition, the Chairman of Historic Sites Board is ex officio a member of the Geographical Names Committee. The chairman of the committee is chosen from the membership of the committee. Ideally, the committee includes Board members who have a special interest in or a background relevant to geographical names review.

The Committee conducts a detailed review of all geographical names submissions and makes recommendations on these submissions to the Historic Sites Board. The Committee scrutinizes each separate geographical name submission prepared by the Geographical Names Programme of the Historic Sites Service, Alberta Culture and Multiculturalism. On the basis of the data compiled by the Programme, the Committee either tables the submission for further study or recommends to the Historic Sites Board that the submission be approved or rejected.

The members of the Committee have access to any information and/or correspondence collected by the Geographical Names Programme which is relevant to the names submissions being considered.

As well, all meetings of the Committee are attended by the Geographical Names Programme Coordinator, Historic Sites Service, Alberta Culture and Multiculturalism, who records the Minutes and acts in an advisory capacity.

The Committee does not hear personal representations from parties who have an interest in any of the names submissions being considered. All such representations are made to the Historic Sites Board when the Board considers the Committee's recommendations.

BRANCH AND STAFF

The Geographical Names Programme in Alberta is under the direction of the Director of the Historic Sites Service Branch of Alberta Culture and Multiculturalism.

Research is carried out and records are maintained in this Branch, within the Research and Planning section.

The staff for the Programme includes:

(a) One Administrative Officer who is responsible for: co-ordination of the Programme, implementation of procedures, maintenance of records, toponymic field and archival research, and other duties related to the processing of geographical names proposals.

(b) From time to time, persons employed in temporary wage positions, especially under the temporary employment programmes.

When the need and opportunity arises, professional services are occasionally obtained under contract.

Geographical Names Officer

DUTIES AND RESPONSIBILITIES

1. Design implementation of research programmes which result in preparation of the analytical and evaluative reports required by the Historic Sites Board to enable it to make decisions on the naming of specific geographical features.

2. Evaluation of the procedures, research and inventory projects of the Geographical Names Programme in order to advise the Branch Director on their present status and to recommend new areas of research.

3. Field research. Organization, documentation and evaluation of information. Follow-up archival research. Documentation on specific names proposals and provision of summarization of data.

4. Evaluation of data and reports on geographical features submitted to the Branch by individuals, government and non-government agencies.

5. Development, organization and maintenance of an inventory of the unnamed geographical features in the Province which includes field and documentary research as well as a register of local unofficial names.

6. Management of a large data bank of information which includes toponymy records, maps, plans, photographs, reports, reference material, place names card index, etc.

7. Response to public requests for information concerning status of geographical names, origins of names, correct locations of features and naming procedures, etc.

8. Research for the Advisory Committee on Glaciological and Alpine Nomenclature and membership on the Advisory Committee on Toponymy Research involving research on Native Naming and alternate naming in the Province.

9. Preparation of annual reports to the Branch and to the Canadian Permanent Committee on Geographical Names and special policy reports on toponymic problems for the Historic Sites Board.

10. Administration of established procedures for the official naming, or changing of name of geographical features under the terms of the Alberta Historical Resources Act.

11. Development and maintenance of liaison with other government agencies concerned with geographical features (Cartography, Fisheries, Environment, etc.) in order to maintain the level and direction of work required in the field.

12. Liaison exchange of information with the Canadian Permanent Committee on Geographical Names, Ottawa and the organization which co-ordinates geographical naming in Canada.

13. Provision of accurate toponymic information for map production and computer input to Provincial Cartography Branches. Preliminary preparation of base maps: consultation with federal and provincial mapping agencies.

14. Development and supervision of temporary employment programmes (outline of program, supervision of staff, evaluation reports, etc.)

15. Public communication. Development of full-scale books, driving tour booklets, news releases, media presentations, and other provisions for public distribution of geographical names information about Alberta's geographical and cultural landscape.

INTRODUCTION

Most new names are derived from the general public or organizations and are most often submitted for approval when a name is required to identify a specific geographical feature. Whenever possible, however, the Geographical Names Programme actively submits name proposals garnered from field studies conducted with available manpower, either under contract, or under the STEP and PEP programmes.

The consideration of new names may require considerable time particularly due to the local investigation required. Established local names are always given first consideration - see Principles of Geographical Naming.

The publication of unauthorized names in reports and on maps does not necessarily result in official recognition. While it is impossible for the Programme to insist that only official names be used on locally-produced maps or in publications, the practice of annotating unofficial or local names within quotation marks (") is acceptable.

There are basically two forms of research which are conducted for each and every name submission. The first is documentary research to gather information from both published and manuscript documents. The second, and most important, is field research. Determining local usage for a geographical name is most easily done through interviewing local residents, former local residents, and others expert in the immediate area of the feature being researched.

SOURCES OF REQUESTS

A. PRIVATE SECTOR

Proposals for names may be submitted by any interested party, typically including:

(1) Individuals

Private citizens, historians, sportsmen, trappers, outfitters and guides, alpinists, hikers, etc.

(2) Organizations

Historical societies, recreational and service clubs, natural history groups, etc.

(3) Educational Institutions

Elementary and secondary schools, universities, colleges, post graduate studies, technical schools, etc.

(4) Commercial Developers

Resource development companies, housing and subdivision developers, etc.

SOURCES OF REQUESTS

B. PROVINCIAL GOVERNMENT DEPARTMENTS

Requests for name decisions from provincial government sources most commonly come from the following departments:

(1) Energy

Resource Evaluation and Planning, Resource Mapping, aerial photography, etc.

(2) Forestry, Lands & Wildlife

Regional officials, rangers, land use officers, fire control officers, etc. Regional fisheries biologists and technicians, etc.

(3) Environment

Water resources, grazing lease officials, etc.

(4) Recreation and Parks

Parks planners, recreation area planners, wildlife enforcement officers, etc.

(5) Transportation & Utilities

Surveying and mapping.

(6) Municipal Affairs

City, town, village, unincorporated populated area personnel, Municipal District, County and Improvement District officials.

(7) Agriculture

District representatives.

SOURCES OF REQUESTS

C. FEDERAL GOVERNMENT DEPARTMENTS

Requests for naming decisions from the federal government most commonly come from the following agencies:

(1) Canadian Permanent Committee on Geographical Names

All proposals pertaining to geographical features in Alberta received by the Committee are forwarded to the Alberta Representative for investigation and decision.

The Committee receives and refers proposals from such sources as:

(a) Those listed in (1) and (2) above.

(b) Topographical Field Officers from the National Topographical Survey's Mapping Directorate.

(c) Special proposals to commemorate historical events or to honour important personages.

(d) Publications, etc.

(2) Canada Post

(3) Environment Canada

(4) Canada Wildlife

(5) Energy, Mines and Resource Mapping Directorate

(6) National Defence

(7) Railways - Canadian National
- Canadian Pacific

(8) Royal Canadian Mounted Police

(9) Parks Canada

SOURCES OF REQUESTS

D. GEOGRAPHICAL NAMES PROGRAMME

Field research studies of specified areas of the province, conducted by Geographical Names Programme staff, wage employees, or under contract, generate naming proposals based upon the need discovered and a full range of supportive information.

PRINCIPLES OF GEOGRAPHICAL NAMING

I(A)-FOR GEOGRAPHICAL FEATURES AND PLACES

Principle:

The Historic Sites Board's principal area of responsibility, with respect to Geographical Names, is the naming and control of names given to natural geographical features, unincorporated populated places, localities and other cultural geographical entities.

Names approved by the Board, and ratified by the Minister of Culture and Multiculturalism, are official for all municipal, provincial and federal maps, charts, gazetteers and related publications.

Notes:

Natural geographical features include lakes, mountains, creeks, localities and rivers.

Cultural geographical features include dams, reservoirs and municipal districts.

1(B)-FOR ENSURING A COMPLETE INVENTORY OF STATUTORY NAMES

Principle:

The names of territorial divisions and places governed by other provincial or federal statutes, including territorial or judicial districts, municipalities, Indian reserves, provincial or federal parks, etc. should be transmitted to the Geographical Names Programme for entry into the Inventory of Geographical Names. It shall be the responsibility of the Geographical Names Programme to ensure that its Inventory is complete and accurate.

Notes:

While this principle does not direct or define the jurisdiction of the Board, it is included here in order that awareness of the Board's responsibility is increased and in order that all agencies be made aware that authority for geographical naming does rest with the Historic Sites Board. Moreover, this principle ensures that the Geographical Names Programme is active in its approach to notifying all concerned of the jurisdiction of the Board.

The Inventory of Geographical Names includes an inventory of Official, Unofficial (local) and Historical (i.e. no longer in local usage) geographical names.

I(C) FOR OTHER CULTURAL FEATURES

Principle:

The names of roads, dams, reservoirs, trails and other cultural-topographical features not governed by other statutory authority may be considered for entry into the official record. The Historic Sites Board may make naming recommendations on dams and reservoirs, small man-made water features, localities, railway stations, points and sidings, Hutterite Colonies and the Board follows the official policy on the Naming of Government Buildings.

Notes:

Again, this principle assures that the Geographical Names Programme is active in ensuring that its inventory is complete and up-to-date.

Such names must be in well-established current local use and, in the judgement of the Historic Sites Board, be essential geographical references for official maps, charts, gazetteers and publications for the area concerned.

The official policy on the Naming of Government Buildings is included in Appendix I.

1(D)-FOR ENSURING PUBLIC AWARENESS

Principle:

The Historic Sites Board will assist the general public and will advise other governmental bodies at the municipal, provincial and federal level in all matters relating to geographical names and naming in the province.

Notes:

In the past year, the Geographical Names Programme has begun to coordinate the research for the naming of Municipal Districts and Improvement Districts for the province. These kinds of submissions, while brought to the Geographical Names Programme must also be submitted for Board recommendation.

2(A)-LOCAL USAGE

Principle:

The Board accords first consideration to names which are well established by and in current local use. This principle shall take precedence over any of the following.

Notes:

The principle of local usage has consistently proved that concurrence to it always yields the most satisfactory names both for the those whose daily lives associate them with geographical features as well as those who require names for features for practical reasons.

2(B)-HISTORICAL NAMES

Principle:

Where no current name is known to exist for a feature for which an official name is required but for which an historical name is discussed, the historical name will be given first consideration by the Historic Sites Board.

2(C)-DESCRIPTIVE NAMING

Principle:

In instances where a name is required for a feature for which neither a current nor historical name exists, first consideration shall be given to the adoption of a name uniquely descriptive of the feature itself.

Notes:

Such names as Long Lake and The Big Rock fall within this category.

2(D)-COMMEMORATIVE NAMING

Principle:

The Historic Sites Board may consider the name of a person associated with a particular unnamed area, feature or place, provided that the person concerned - with rare exceptions - has been deceased a minimum of five years. The person must have made, in the opinion of the Board, an outstanding contribution to the cultural legacy of the Province or to the development of the area, feature or place in question. The Board must be satisfied that the commemoration meets with public approval. Those names which are associated with the concerned area shall be given precedence to those of a more general prominence.

Notes:

Mount Michener, named in 1979, is such a name. Although Mr. Michener was still alive at the time this mountain was commemorated, the Board felt the circumstances were mitigating and warranted.

2(E)-NAMING AFTER LIVING PERSONS

Principle:

The naming of a natural geographical feature, unincorporated populated place or locality after a living person is discouraged and is opposed in principle unless there are extenuating circumstances.

Notes:

See principle 2(D) - Commemorative Naming.

2(F)-OWNERSHIP OF LAND

Principle:

Ownership of land is not, in itself, grounds for recommending the adoption of a personal name for a geographical feature, place or locality. This principle is superseded by that concerning local usage.

Notes:

Nelson Flat and Bailey's Bottom are two such names. At one time, the land upon which these features are found was owned by the persons for which they were eventually named. Their ownership was not the primary factor in their naming, however, since both features were in current local use at the time of naming.

3(A)-NAME UNIFORMITY

Principle:

The spelling of geographical names having a common origin applied or used in names given to features, places and localities occupying the same geographical area should be the same.

Notes:

The name Wabasca and its derivatives (Wabaska, Wabiskah and Wabaskaw) is an example. The official spelling is Wabasca and the names of all post offices, railway stations and airports should, and in this case do, conform to the official spelling.

3(B)-USE OF QUALIFYING TERMS

Principle:

Where a geographical name has become a source of confusion because it has been applied to two or more topographical features of the same sort (e.g. three lakes, two rivers, etc.) in what is locally regarded as being the same geographical area; or, it is used as a single name for a topographically complex feature or place made up of separate parts (e.g. river-tributary system, chain of interconnected lakes, etc.), the Historic Sites Board may recommend adoption of qualifying terms such as upper, lower, big, little, north, south, etc. This introduced term should be appropriate to the feature and should conform to local usage.

Notes:

Big Johnson Lake and Little Johnson Lake are two such names which, at local urging, were recommended with qualifiers to identify each separate feature independently.

These qualifying terms should follow the language of the feature. If the feature is in English, the qualifying term should likewise appear in English. If the feature name is Cree, the qualifying term should follow suit.

4-CIRCUMSTANCES AND ACCEPTABILITY

Principle:

Where a geographical feature has two names in approximately equal local use, due to the original possession of a name and the later application of a different name, the Historic Sites Board may apply a dual name to that feature, and recognize both usages. Names are to be separated by an oblique stroke.

Notes:

One such example is Mount Laurie (Iyamnathka). This mountain was officially named in 1961 by the Geographic Board of Alberta in honour of John Lee Laurie, B.A., LL.D. (1900-1959). The mountain had been locally well-known, particularly by the Stoney Indians, by its traditional Stoney name as Iyamnathka, which literally means "flat-surfaced rock or mountain". On 05 December 1984 the Minister of Culture and Multiculturalism, on the recommendation of the Historic Sites Board, officially recognized the name in a dual format, with diacritics, in a successful attempt to capture both local usages which had grown out of the Amerindian experience on the one hand, and the official naming action on the other.

5(A)-POSSESSIVE FORMS

Principle:

A geographical name represented in either the English possessive or hyphenated form will be considered for adoption in that form by the Historic Sites Board if it is consistent with and supported by a well-established and current local usage.

Notes:

Names such as Jerry the Bird's Bottom fall into this category.

5(B)-NAMES IN LANGUAGES OTHER THAN ENGLISH

Principle:

The Board may recommend names in languages other than English even if they appear in orthographies not Latin in origin.

Notes:

In this way, the Board is able to recognize the cultural reality of the concerned area as well as provide the best representation of the cultural landscape. A secondary consideration would be to apply the best solution which allows widespread comfortable usage of the name without compromising the cultural reality it represents.

6(A)-NAMING IN NON-RESERVE INDIAN LANDS

Principle:

Where a proposed geographical feature exists within the established boundaries of Non-Reserve Indian lands, the Board shall ensure that the appropriate council or councils for that area has been contacted and concurs with the naming proposal before a recommendation is made.

Notes:

This principle primarily ensures that native groups are not only made aware of geographical naming in their particular areas of preponderance but also ensures that native groups are guaranteed some input into the naming of geographical features in the parts of the province where they are actively involved, such as Indian Reserves.

6(B)-FORM AND CHARACTER OF NATIVE NAMES

Principle:

In areas of the province where native names are well established and in current local use, special consideration shall be given to their adoption as official names. The spellings of these names should conform to the linguistic rules of the concerned language group and shall conform to and be ratified by the recognized linguistic experts recognized by the particular language group.

7(A)-NAME INTEGRITY

Principle:

The unique or local character of an established geographical name shall be respected. Any name alteration, translation, deletion or symbolization not approved or adopted locally is discouraged and opposed in principle.

Notes:

All official names approved by the Board should be used in their correct and officially recognized form. If there is contention, however, the name should be investigated and, if local usage warrants, the locally acceptable form of the name should be officially adopted.

7(B)-UNACCEPTABLE NAMES

Principle:

In considering the adoption of geographical names for official use, the Historic Sites Board shall withhold recommendation or approval of any names which, in its estimation, are

i) derogatory, obscene, or blasphemous
ii) can be construed as advertising a particular commercial or industrial product or enterprise.

The above are subject to the principle of local usage.

STANDARDS OF RESEARCH

Preliminary Research
STEP 1

Upon receipt of a request for naming:

(a) An acknowledgement is sent to the initiator with an explanation of the procedures leading to a decision.

(b) If the initiator has not already done so, an "Application for a New Name or Name Change" (attached) is completed with particular attention to the delineation and location of the feature.

(1) Correct Location
- N.T.S. map sheet, scale 1:50,000
- Latitude and Longitude
- Legal Description, i.e. Section, Township, Range and Meridian

(2) Correct Delineation
- Generic term
- Extent of feature
- Description of feature, i.e. direction of stream flow, elevation of mountains, area of lakes, etc.

GEOGRAPHICAL NAMES

CULTURE AND MULTICULTURALISM APPLICATION FOR NAMING GEOGRAPHICAL FEATURE

PROPOSED NAME _____ Feature _____

(a) Location: Latitude _____ Longitude _____

Section___Township___Range___W.__Meridian

National Topographical Series Map Sheet _____

Indicate the extent as precisely as possible by color or arrows on map or sketch map.

(b) If change in location, supply present location _____

_____

(c) Description of feature, i.e., direction of flow or stream, altitude, relation to adjoining features, etc. _____

_____

_____

(d) Origin of proposed name: _____

_____

_____

_____

If not known please supply names of other persons who may be interviewed:

Name: _____ Name: _____

Address: _____ Address: _____

_____ _____

_____ _____

_____ _____

(e) If named after person: Living_Deceased_No details available__

Give details (next of kin and/or address)_____

_____

Highlights of person's life: _____

_____

_____

_____

(f) If descriptive name, i.e. Limestone Creek, give details of descriptive origin: _____

_____

(g) If name change, supply present name: _____
Brief origin of present name, if available _____
_____

(h) If a local name, is it well known? _____ For how long? _____
Are there any other local names for the same feature? _____
_____

(i) If name applies to a populated place, supply also approximate population or give other details, i.e. "scattered settlement of six homes" or "consists of a post office, grocery store, and ten homes". _____
_____
_____

(j) Reasons for proposing new name or name change: _____
_____
_____

(k) Additional support for proposal: _____
_____
_____
_____

Name _____
Address _____
_____
_____

Forward COMPLETED APPLICATIONS to:

Geographical Names Coordinator
Historic Sites Service
Old St. Stephen's College
8820 - 112 Street
Edmonton, Alberta
T6G 2P8

Preliminary Research
STEP 2

BASIC REFERENCE CHECK

A basic check of the following official records is made to determine whether the proposed name is duplicated and whether it is indeed unnamed:

(a) Alberta Energy and Natural Resources Printout of Geographical Features which is the most up-to-date cumulative source of geographical names listings in the Province.

(b) Gazetteer of Canada - Alberta, 1974 and its Cumulative Supplements. All official names to 1974 are listed in this publication, and all following 1974 may be found in the cumulative supplements.

(c) Alberta Geographical Names Records to determine if a name has ever been proposed, accepted or rejected for the feature.

(d) Cumulative Minutes of CPCGN Annual Meetings for policy decisions, revisions of naming principles, or other statements which would affect the proposed name.

(e) Maps - All available maps of the area in which the feature is located:

(1) National Topographical Series - Editions of the 1:50,000 and 1:250,000 scale maps which are available in the Programme and have the latest annotations made on them.

(2) Provincial Maps - Provincial Base Maps (1:63,360), Provincial Access Series, Forest Cover Series, Road Maps, etc.

(3) Early editions - Alberta Sectional Maps (3" - 1 mile).

(4) Historical maps - e.g. Early explorers (Palliser, David Thompson, Arrowsmith), Homestead area maps, Maps accompanying official reports (Geological Survey, Topographical Survey, Boundary Survey, etc.)

(f) Secondary Official Listings

(1) The Alberta Gazette.

(2) Urban and Rural Municipalities. (Incorporation dates, etc.)

(3) Railway Time Tables.

(4) Post Office listings.

(5) Cummins Rural Directory

Field Research
STEP 1

Field research is undertaken, as the primary step, in order to establish local usage of the name of a geographical feature. Only appropriate interviews with a representative cross-section of the local population can ensure that the information gathered reflects current local usage. As well, field research can help in identifying historical names for all geographical features and any alternate names for proposed names or officially established names.

The most effective, and frequently employed, method involves the cooperation of:

A) Local Governments

1) City Planning Departments
2) Names Advisory Committees
3) District Representatives
4) County Reeves
5) Municipal Secretaries
6) Mayors

B) Provincial Government Departments

1) Energy, Natural Resources
   a) Forestry (A.F.S.)
   b) Fish and Wildlife
2) Environment
3) Recreation and Parks
4) Agriculture
5) Municipal Affairs
6) Transportation
7) Tourism
8) Native Affairs

C) Federal Government Departments

1) Canada Post
2) Parks Canada
3) Indian Affairs and Northern Development
4) Environment Canada
5) National Defense

These government representatives may be able to indicate knowledgable individuals representing a variety of age and occupational groups while also giving an 'official' opinion on the name.

Field Research
STEP 2

Other local sources which will frequently reveal reliable information regarding potential informants are:

1) Local Newspaper Offices
2) Local Librarians or Archivists
3) Local Historical Societies
4) Local Senior Citizens' Homes
5) Outfitters and Guides
6) Trappers
7) Local History Books - These books may indicate members of local historical societies or other organizations that are often comprised of long-time residents of the area. These residents can often indicate the origin, length of time the name has been in use, and perhaps the originator of a geographical name. Local history books may also indicate who first settled a specific piece of land, whether descendants still reside in the area and who currently owns the land.

Field Research
STEP 3

The number of people interviewed for each geographical name will vary depending on the type of feature being researched. As a rule of thumb, which should not limit the application of the preceding consultations, for a feature of local significance for which no previous name or names have been proposed or approved, then a minimum of five (5) informants must be interviewed. If the feature has an official name or is of regional or provincial signficance then a minimum of nine (9) must be interviewed. At least one of any group of informants should be a local government official.

There is an inherent danger in relying upon information obtained solely from individuals of one family, association, age or occupational group. These individuals may reveal name usage unique to their own group. They may be unaware of or reluctant to disclose a usage which is prevalent among other groups. Interviewing a number of individuals who represent a wide spectrum of local and interest groups will give a fair indication of the extent of usage of any particular geographical name. Ideally, then, the interview sample should include unrelated individuals from the age groups:

a) 20 - 40 years
b) 40 - 60 years
c) over 60 years

Occupational groups should likewise be representative and may include:

a) Farmers
b) Ranchers
c) Outfitters
d) Oilfield Workers

or others who through their work or leisure may be familiar with geographical features in a given area.

The best respondents, no doubt, are those who live in very close proximity to the actual feature. Where residents are not always available in the immediate neighbourhood, it is necessary to seek interviews at the closest populated places.

Field Research
STEP 4

Simply approaching an individual, whether that person is knowledgable about the area or not, with a general query about unofficial local geographical names, rarely produces satisfactory results. In most instances, local individuals will not be able to distinguish official from unofficial names.

There are two methods of identifying the features on which information is desired. The most direct method is to point to the feature on a large scale map (N.T.S. 1:50,000) and simply ask "Does this feature have a name?" If the individual being interviewed has the ability to read a topographical map, then this method should produce positive results. If the individual cannot read a topographical map, then the feature and its location (distance and direction) must be verbally described. For example, "Does the small seasonal stream flowing south-east into the North Saskatchewan River two kilometres north-west of here have a name?" Alternatively, the individual may be actually taken to the site, whenever this is feasible.

It is far more productive to ask specific questions about specific features and once the local names for features have been determined, the following questions should be answered for each name:

1. What is the origin of the name?
2. Who named the feature?
3. When was the feature named?
4. What is the correct spelling for the name?
5. What is the exact extent of this feature?
6. How well-known locally is the name?
7. Are you aware of any other names for this feature?
8. Do you know of or have any maps or books that show this name?
9. Are there any other local individuals who may have more information concerning this name?

All informants should always be made aware that they may be quoted in submissions to the Geographical Names Committee. The field researcher should at the outset identify himself/herself and his/her employer to the interviewee.

In order to obtain information that is as free from bias as possible, informants should not initially be informed of information gathered from alternative sources. The temptation to lead the informant to an expected answer is difficult to resist especially when it is done in an attempt to "jar" the memory of an informant. If a feature is well known locally then the informant should know the name and will not need prompting. If an informant does not give a name for a specific feature for which other informants had supplied a name, then other names may be tested on the informant. The response must be recorded with a note stating that prompting was required. A note such as: "When Mr. X was informed that other local residents called this feature 'Smith Creek', he stated ..." is acceptable.

Field maps should not show any unofficial or locally gathered information in order to preserve objectivity. All such information should be kept apart from field maps. A system of coordinated numbers has proved to be the most effective method.

Library & Archival Research
STEP I

For information regarding origins, initial usage application, and historical background, many archival sources are consulted. These include:

1. Government Records

   (a) Sessional Papers - Geological, topographical, boundary, hydrological and other survey reports.

   (b) Orders-in-Council - Incorporation dates, annexations, boundaries of parks, reserves, etc.

   (c) Departmental Records - Resources, Fisheries, Agriculture, Environment, etc., reports and surveys.

   (d) Annual Reports and Special Studies.

   (e) Homestead Records.

   (f) North West Mounted Police Reports.

   (g) Historical Land Titles Searches from Land Titles Offices.

2. Records, Correspondence and Diaries of:

   (a) Early explorers, travellers and adventurers.

   (b) Fur traders.

   (c) Missionaries.

   (d) Prospectors.

   (e) Surveyors.

   (f) Railroaders.

   (g) Mountaineers.

(h) Outfitters and guides.

(i) Pioneers.

3. Community Records - church, cemetery, etc.

4. Scientific Records and Reports

5. Biographies and early biographical dictionaries

6. University Theses

7. Military Records

8. Club Records (e.g. Alpine Club of Canada)

9. Early newspapers and other community-based publications

10. Local Histories

11. Rural Directories

12. Family Records and Photographs

13. Unpublished Material (Personal reminiscences, papers delivered at seminars, Thesis, etc.)

14. Early Gazetteers

15. Others

SPECIAL RESEARCH CONSIDERATION

The following special situations require additional research in order to provide sufficient data upon which the Geographical Names Committee can base a recommendation.

1) Duplicate Names: When it is discovered that a name under consideration for approval is duplicated, officially or unofficially, within a 100 kilometre radius, a decision depends in part upon the degree to which the other name is known locally. Local informants must be interviewed to determine whether or not they are aware of the other feature of the same name, and whether they think confusion would result from the approval of the duplicate name.

2) Casualty and Commemorative Names: When names have been proposed as replacements for "casualty" or other commemorative names of no local significance, it is necessary to determine first, whether or not next-of-kin were notified when the feature was originally named; second, whether or not next-of-kin still reside in Alberta; and third, whether or not there are nearby unnamed features to which the name could be transferred. Because of the potentially controversial nature of this type of name change, this research should be treated with the utmost care by the field workers.

3) Railway Naming: When Canadian Pacific, Canadian National or any other Railway company proposes a name for a railway point, station, or siding, local opinion about the proposal will be sought only if the facility is intended for use by the general public. If the facility is not meant for public use or identification, and does not already have a local name the research will be limited to a check for name duplication within the Province.

4) Conflicting Alternatives: When a naming controversy arises, as with a proposal to replace a long standing official name or when local opinion is divided in favor of two or more names for the same feature, more than the usual amount of research will be necessary to calculate local opinion accurately and comprehensively. This can be approached:

a) through extensive polling of a minimum of 20 to 30 local people through the local newspaper or by poster campaign;

b) through locally sponsored petition campaigns;

c) by polls conducted by the local or municipal government which would then make a recommendation based on the results of the poll to the Geographical Names Committee;

d) by writing representatives of the opposing sides to appear before the Historic Sites Board and present their case for approval or rejection of the name.

According to the Principles of Geographical Naming in Alberta, dual names (or multiple names) are acceptable if sufficient local opinion to support the names exists.

NAMING PROCEDURES

PREPARATION OF DATA REPORT AND SUBMISSION TO THE GEOGRAPHICAL NAMES COMMITTEE

Upon completion of the research for a naming proposal, the information is added to the Inventory of Geographical Names cards for submission to the members of the Geographical Names Committee. The information contained on the cards includes:

1. Name of feature.

2. 1:50,000 scale map sheet number and name.

3. (This space will be filled only after a decision is made).

4. The correct generic (type of feature), especially if this differs from the generic which is included in the name or if the name does not include a generic.

   Space is also provided for indicating the name of the proposal originator (if applicable) and if any change in status, location or spelling is requested.

5. Description of the feature--headwaters, mouth and direction of flow for watercourses, altitude for hills, mountains, passes, etc., area of lakes flats, etc.

6. Location - Legal subdivision, section, township, range and meridian.

7. Location - Military Grid Reference (not always necessary).

8. Location - Latitude and longitude in degrees, minutes and seconds.

9. Location - This second space may be used to delineate the exact extent of such features as trails, watercourses, valley, etc.

10. Written description of the location of the feature in reference to nearby major features. Determine distance and direction to the major feature.

11. Origin summary. This space may also be used to enumerate the duplications of the name and at what distance from this feature.

12. Approval date (date signed by the Minister). Date of approval by the Canadian Permanent Committee on Geographical names and the Historic Sites Board may also be noted.

13. Researcher's name and affiliation and date.

14. Provides space for quotations from interviews with informants. Complete address information will be used for notification of the respondents when a decision becomes finalized.

15. Researcher's name and affiliation and date of interviews.

16. Provides space for quotations from all written sources, including correspondence. The source material should be referenced completely, including document location if it is not widely available.

17. Researcher's name and affiliation and date of research.

The fourth card provides space for recording visual material if available.

Any additional materials, such as surveyor's notes or maps, early maps or plans, letters of recommendation or other pertinent correspondence, newspaper or magazine articles, etc., are photocopied and attached to this package.

A photocopy of the section of the 1:50,000 scale N.T.S. map sheet with the feature identified and delineated is also attached.

NAME RECOMMENDATIONS

1. When research on a proposed name has been completed and all data is consolidated and evaluated, a recommendation is formed. This recommendation rests on:

   (a) Consensus of opinion of local residents and those officials who were interviewed.

   (b) Application of Principles for Geographical Naming in Alberta. These principles will take precedence in any conflict between the Alberta principles and those of the CPCGN.

   (c) Application of CPCGN principles and procedures.

   (d) Knowledge of the area and its maps.

NOTE: A considerable length of time may be necessary to fully complete investigation on proposed names for geographical features.

2. A recommendation for approval of name, change of name, alternate name or rejection of name is formulated for the Geographical Names Committee's consideration and recommendation to the Historic Sites Board. Each recommendation is accompanied by the full package of information.

3. Decisions and recommendations are signed by the Chairman of the Historic Sites Board.

MLA NOTIFICATION OF INTENT TO NAME

A) Before the Historic Sites Board's decisions on geographical names are sent to the Minister of Culture and Multiculturalism for signature, a memorandum is sent from the Minister to all MLAs in whose constituencies the features to be named are located. The memo informs the MLAs of the Historic Sites Board's decisions regarding any features located wholly or partly within their respective constituencies. The information briefs and maps upon which the Historic Sites Board has based its decisions are included with the memo. The MLA is requested to respond within two weeks.

B) When the MLA comments are returned they are compared to the Historic Sites Board's decisions and discrepancies are noted. If the MLA is in agreement with the decision(s), a decision sheet is prepared for each name. If the MLA is not in agreement with the decision, or questions the spelling, delineation, location or origin information, then further action is required.

C) In questions of spelling, location or delineation, if the MLA's information can be checked and substantiated, the name can be re-approved through the Historic Sites Board (see mini-Board procedure) and a decision sheet can be prepared and sent to the Minister for signature.

D) If the MLA disagrees with the Historic Sites Board's decision, the name should be tabled for further research and resubmitted to the Historic Sites Board. In this situation, the originator of the naming proposal, constituents or other interested parties representing the different sides of the issue should be invited to make in-person presentations to the Historic Sites Board whenever possible.

E) The MLA is again informed of the Board's decision and provided with all information considered by the Board, including any material present by the interested parties.

APPROVAL - DECISION SHEETS

Under the provisions of the Alberta Historical Resources Act (RSA 1980), section 14(2), decisions on geographical names made by the Historic Sites Board are subject to the concurrence of the Minister of Culture.

A form for the approval of geographical names is prepared for each name on which the Board has reached a decision. This is the official decision sheet and must be correct and signed by the proper authority which is the Minister of Culture or the Minister's designate.

A sample of the decision sheet, with instructions for completion is attached.

Alberta
CULTURE AND MULTICULTURALISM

NAME: Full name of feature (with correct generic in parenthesis).

MAP SHEET: Number, title and province(s) covered.

LOCATION: Legal sub-division, section, township, range and Meridian written in full.

DECISION: Statement of the Historic Sites Board's decision. Note: If the feature being named is in an area over which the province does not have exclusive naming authority, the other jurisdictions, provinces, territories and/or Parks Canada, will be named here.

DATE: Date of Historic Sites Board's decision.

MINISTER OF CULTURE AND MULTILCUTURALISM DATE

NOTIFICATION OF APPROVAL

There are two categories of names and thus two slightly different procedures for notification of approval.

A. Names of features located in an area of the province which is solely under provincial jurisdiction.

1. For those features which are located completely in Alberta and are not in a National Park or on an international or interprovincial boundary, the Historic Sites Board and the Minister of Culture and Multiculturalism are the final naming authority.

2. Once the Minister of Culture and Multiculturalism has signed the decision sheets approving the Historic Sites Board's decisions on geographical names, notifications, consisting of copies of the decision sheet and a location map are sent:

   (a) from the Coordinator of the Geographical Names Programme

   to: (i) other provincial government offices (mailing list attached),
   (ii) all interested parties, (this would include the originator of the naming request, any persons listed as informants on the information brief, and any persons who had made in-person representations to the Historic Sites Board), and
   (iii) non-governmental mapping or information agencies (mailing list attached);

   (b) from the Director of the Historic Sites Service

to: (i) the Secretariat, Geographical names, Ottawa (the Director would use the title of Alberta Member, Canadian Permanent Committee on Geographical Names), and

(ii) the Alberta Gazette (the Director would use the title, Secretary, Historic Sites Board). In this case, a special format is used for notification as it is intended for publication in the Alberta Gazette (see file for example).

(c) from the Minister of Culture and Multiculturalism to all MLAs in whose constituencies the features are located.

B. Names of features located in areas of the province which are under two or more jurisdictions.

1. For those features in Alberta which are wholly or partially located in National Parks and/or another province, territory or the United States, the Historic Sites Board and the Minister of Culture and Multiculturalism are not the final naming authority and additional steps must be taken before the naming decision is official.

2. After the Minister of Culture and Multiculturalism has signed the decision sheet approving the decisions of the Historic Sites Board, the decision sheets, information packages and maps are sent to the Secretariat, Geographical Names, Ottawa, for final processing. The Secretariat is responsible for obtaining decisions from the other jurisdictions involved and rendering an official decision on the name. A copy of the joint decision sheet will then be returned to each of the jurisdictions.

3. Once naming decisions have been made official, the notification will be the same as for "A" above.

FINAL PROCESSING

Official decisions and dates are noted on the "Inventory of Geographical Names" cards which are then filed in the appropriate inventory (the inventory of either Official or Unofficial Names).

NEWS RELEASE

When a decision on a name is finalized, an interesting origin summary is prepared by the Geographical Names Programme for release to newspapers in the area in which the feature is located. These summaries are forwarded to the Media Consultant of Historic Sites Service, Alberta Culture and Multiculturalism.

APPENDIX I

HISTORIC SITES SERVICE COMMEMORATING NAMING POLICY

With the increase in number of developed historic sites within the Province, it has become necessary to provide a guideline policy for the naming or memorializing of particular features or components within a developed site. This policy is intended to reduce confusion regarding procedures to be followed and to render a uniform public image for Historic Sites Service's developed sites.

The naming of a facility or portion of a facility should be regarded as the greatest honor that Alberta Culture and Multiculturalism is empowered to bestow upon an individual or institution. The naming must be justifiable on the basis of historical significance and/or site relevance. Such an honor should be reserved for the facility itself or for an identifiable component within the geographic confines of a facility. It should not be used for modern comfort services for the public which might be construed to be in poor taste.

The name of an individual, or institution may be bestowed upon an interpretive facility or portion of a facility. Under normal circumstances an individual would not be accorded this honor while he is still living. This follows the standard practice of the Canadian Permanent Committee on Geographical Names. In exceptional circumstances, this criteria may be waived.

In compliance with the "Principles and Procedures" of the Canadian Permanent Committee on Geographic Names, forms should be avoided which are:

a) unnatural or incongruous combinations of words, including combinations of words in different languages and fusions of Christian and surname elements;

b) cumbersome and unpronouncable names;

c) corrupted or modified names;

d) obscene or blasphemous names;

discriminatory or derogatory names, from the point of view of race, sex, colour, creed, political affiliation or other social factors.

The procedure for naming an interpretive facility or portion of a facility shall be as follows:

a) the originating body shall submit the proposed name to the Director of the Historic Sites Service for consideration. The Director, will request the opinion of the relevant Planning Team, regarding the appropriateness of the suggested name;

b) if the building is owned by another Department, such as Public Works, Supply and Services, that Department shall be consulted for approval through the Geographical Names Programme of the Historic Sites Service;

c) after due consideration the planning team will submit to the Management Committee its recommendation on the proposed name;

d) Management Committee will forward the proposed name through the Assistant Deputy Minister's office to the Minister for ultimate approval; and the record of the approval shall be sent to the Geographical Names Programme.

This policy should not be construed to mean that all sub-sections of a facility must be named. Rather, it means that in extraordinary circumstances subsections may be named.

The Historic Sites Board, at its meeting on September 4, 1976, recommended that the names of Hutterite colonies not be officially approved for mapping purposes but be retained in geographical names records for reference. This recommendation was approved by the Minister of Culture and Multiculturalism, endorsed by the CPCGN, and ratified by the other affected and/or concerned prairie provinces.

The initial recommendation was based on the following facts:

a. Since the repeal of the Communal Properties Act in 1972 (effective March 1, 1973) no special legislation applies to these colonies.

b. Applying names would create the real possibility of confusion in map interpretation because of the similarity of colony names to those of nearby towns, villages and localities.

c. The appearance of the names on maps would imply that public services (gas, food, lodgings) were available.

d. Hutterite people have not requested official approval of the names of their colonies.

e. Special maps showing the locations of the 94 colonies in Alberta are available upon request at the Communal Property Special Advisory Committee office should it be necessary to locate colonies.

CANADIAN PERMANENT COMMITTEE ON GEOGRAPHICAL NAMES

PROCEDURES FOR THE HANDLING OF GEOGRAPHICAL NAMES IN FEDERAL LANDS IN THE PROVINCE

1. Provincial and federal members of the CPCGN agree that unilateral decisions will not be made in national parks, national historic parks, Indian reserves and military reserves within provincial boundaries.

2. When geographical features are wholly or partly within national parks, national historic parks, Indian reserves and military reserves:

a) new name, name change and rescission proposals are to be referred through the CPCGN Secretariat to the appropriate federal and provincial members for consideration;

b) the Secretariat will ask involved members for comments and will indicate a deadline;

c) each of the federal and provincial members will file a written statement of acceptance or rejection with the Secretariat;

d) when agreement is reached, an appropriate decision sheet will be drawn up by the Secretariat. This will include the name of each member concerned and the date each gave his acceptance or rejection. Through the Secretariat this information will be entered into the National Toponymic Data Base, and a copy of the decision list will be forwarded to each of the appropriate federal and provincial members;

e) in the event of a failure to agree, the Chairman of the CPCGN will appoint, for each dispute, a special committee consisting of the provincial member in whose province the disputed name occurs, the federal member concerned and two or more other members.

   i. when the special committee reaches a solution acceptable to the members directly involved in the dispute, they will report in writing the solution to the Chairman, who will instruct the Secretariat to follow the procedure outlined under 2(d).

ii. when the special committee is unable to resolve a dispute, this will be listed on the agenda of the next annual meeting of the CPCGN for further suggestions.

January 1, 1980